

1. Facts about practicing Nursing at the NIH Clinical Center:

- ❖ It is the responsibility of every nurse to have a current license.
- ❖ The NIH accepts nursing licenses from all 50 states, the District of Columbia and US territories.
- ❖ It is your responsibility to provide to your supervisor a copy of your license or printed proof of verification by the 15th of the month in which your license expires.
- ❖ If you have not provided your license or proof of verification of renewal by the last business day prior to the date of license expiration, you will **not** be able to work and will be sent home on Absent Without Leave (AWOL).
- ❖ At the CC, there is no longer a "30 day grace period" on license renewal for those individuals submitting a postcard from the board of nursing.

2. Facts about renewing your nursing license with the State of Maryland:

- ❖ According to the Maryland Board of Nursing, a returned postcard is *not* proof of verification that a license has been renewed. A postcard indicates *only* that the Board of Nursing has received the application.
- ❖ It takes the state 4 weeks to process a "paper" license renewal once received. However, if you have responded "yes" to any of the discipline questions or have failed to answer any of the application questions, there may be a delay in the processing of your application.
- ❖ Generally, you will receive your license in the mail approximately one week after you have completed the "on-line" renewal application.
- ❖ Beginning in February of 2003, the Maryland Board of Nursing will not automatically mail out renewal applications. Instead, the Maryland Board of Nursing will be mailing a notice of "time to renew" approximately eight weeks prior to license expiration. You will have to

request from the Maryland Board of Nursing a hard copy renewal application if you choose not to renew electronically.

- ❖ If you are licensed in Maryland, you may verify that your license has been renewed by checking on the Maryland Board of Nursing website (<http://www.mbon.org/>)

3. Recommendations/ Suggestions to facilitate license renewal:

- ❖ Complete your application on line, if at all possible. The website for the Maryland Board of Nursing is <http://www.mbon.org/>
- ❖ If you choose to renew on "paper", **return** your completed application **immediately** upon receipt.

o 4. Remember:

- ❖ It is **your responsibility**, as a professional nurse, to maintain a current license.
- ❖ Legally you can not work, and will be sent home on AWOL, if you let your license lapse.
- ❖ Taking the steps outlined in this brochure will help to prevent delays in receiving your renewed license.

References:

NIH CC Nursing Department
Policy: Annual Verification of
License for Professional Nurses and
Practical Nurses (February 2003)

Maryland Board of Nursing,
Renewal of Nursing License
Department

Upon completion of this Five Minute Forum,
sign the "Attendance Record" form on your
unit. You may keep this brochure.



Five Minute Forum

You and Your Nursing License



Clinical Center Nursing & Patient Care
Services

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